

MONTANA CHEMICAL DEPENDENCY CENTER POLICY AND PROCEDURE MANUAL

Policy Subject: New Employee Orientation	
Policy Number: PRP 13	Standards/Statutes: ARM 37.27.121
Effective Date: 01/01/02	Page 1 of 2

PURPOSE: To ensure all new employees are familiar in their respective work environment.

POLICY: For the safety of the new employee, MCDC staff, and the patients, it is essential that every new employee be thoroughly orientated to their work environment before they are allowed to independently assume their responsibilities.

PROCEDURE:

I. The new employee will meet with the Personnel Officer to complete appropriate paperwork.

II. Employee will review policy and procedure manuals and view selected videos. These videos will include the Department New Employee Orientation Video and Sexual Harassment.

III. Employee will spend time with Supervisors in each area. Personnel will issue the new employee an orientation checklist for each supervisor to initial when orientation is complete in their area. Employees' immediate Supervisor will give the employee an orientation checklist to ensure all areas of the duties are reviewed with the new employee. The employee will return the checklist to the Personnel office at the end of the orientation period. The employee will be in orientation until the Supervisor and Employee are comfortable with the employees' ability to perform duties.

IV. During the orientation period, the new employee will remain on one-to-one supervision until both the employee's supervisor and the new employee feel comfortable with the performance of all responsibilities and duties required of the new employee.

V. Employees will have OSHA, Ethics, and Fire Safety and Disaster training.

VI. All employees will be given a safety manual developed by the Department of Public Health and Human Services (DPPHS), Code of Ethics from the Department of Administration, DPHHS and MCDC.

VII. All employees will receive a position description. The Supervisor will review the position description with the employee. It will be signed by the employee, returned to Personnel and filed in the employees personnel file.

VIII. All employees will be given a Tuberculosis test upon employment and yearly thereafter. If the employee has a history of a positive TB test, a chest x-ray will be required.

IX. The Nursing Supervisor will offer the Hepatitis B vaccine series to new employees. Employees are not required to take this series.

Revisions: _____
Prepared By: Stephen King, Chemical Dependency Supervisor 10/01/00
Name Title Date

Approved By: _____ 01/01/02
David J. Peshek, Administrator